

**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Director	Plan, direct and coordinate the preparation and implementation of major community services programs; serve as liaison officer for the City Managers office to other groups and agencies involved in community services activities; assist in the preparation and implementation of specific community development studies.	1
Assistant Director	Provide assistance to the director in developing and implementing department policy, procedures and priorities. Supervises major division heads; department administration/budget function, management information support function, Public Information function; Special Projects Program; Disability Services Program; Grants Program; and Mentor/Protégé Program. Interfaces with City Council and Committees.	1
Community Services Deputy Director	Policy guidance, management and implementation of Community Service Program initiatives which include CDBG, Social Services, "6 to 6" Extended School Day Program and Homeless Services. Interfaces with City Council and Committees.	1
Economic Development Deputy Director	Manage, administer and direct the implementation of economic development programs and activities including; business expansion, attraction and retention; business finance; Office of Small Business, business ombuds assistance, enterprise zones, Maintenance Assessment Districts and the Downtown PBID; and other special districts/zones and miscellaneous special economic development projects.	1
Redevelopment Deputy Director	Policy guidance, management and coordination of City Redevelopment, as well as overall administration of San Diego Redevelopment; interfaces with City Council/Agency Board and Committees.	1
Community Services Special Projects Manager	Policy guidance and coordination of Clean Syringe Exchange Pilot Program, Medicinal Cannabis Voluntary Verification Card Program and oversee all youth service programs provided by City departments; works with community organizations to provide services for youth.	2
Community Service Center Program Manager	Policy guidance and coordination of the Community Service Centers and Citywide Volunteer Program. Oversees eleven Community Service Centers and acts as liaison between the Manager's Office, the Mayor and City Council, and the community.	2
Homeless Services Coordinator	Policy guidance and coordination for citywide homeless programs and issues.	2

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Disability Services Coordinator	Policy and procedural guidance of access to citywide programs, services, and activities for disabled persons. Accomplished through coordination with community organizations and volunteer committees, Council, City Attorneys, Manager's Office, department directors, city staff, and outside consultants and contractors. Supervise professional staff responsible for City implementation of Title II of Americans with Disabilities Act and relevant legislation compliance; update and implement the City's Transition Plan and respond to and track associated complaints and issues.	2
Disability Services Project Officer II	Assist to update and manage the City's Transition Plan for Accessibility Phase II and to work with other departments on highly technical and programmatic compliance issues. Supervise staff and survey city and privately-owned buildings for ADA compliance.	2
Community Development Coordinators	Supervise work of a professional staff engaged in the implementation and administration of redevelopment or economic development programs and projects; meet with the Manager's Office and Department Directors to recommend management policies and procedures relative to redevelopment or economic development programs and meet with other City departments, agencies, contractors, and community representatives to determine and coordinate financing and project objectives.	2
Redevelopment Project Manager (CDS IV)	Manage and oversee activities of Redevelopment Project areas, implementation of Redevelopment DDA/OPA, coordinate area PAC meetings; prepare staff recommendations to Agency Board.	2
Redevelopment Supervising Management Analysts	Plan, assign and supervise work in redevelopment budget preparation procedures, redevelopment long-range financial planning, directs the compilation of data for expenses, revenue, and activity reports to management.	2
NTC, Senior Civil Engineer	Coordinate infrastructure planning and design for NTC; reviews civil engineering specifications and plans related to proposed land use elements.	2
Economic Development Program Manager (CDS IV)	Plan, direct and coordinate the preparation and implementation of major economic development programs; serve as liaison officer for the City Managers office to other groups and agencies involved in economic development activities; assist in the preparation and implementation of specific community development studies.	2
Community Service Center Manager	Manage individual Community Service Centers; Duties include community collaboration, interaction with City officials, provision of City Services.	2
Consultants	Determined by contract. Disclosure will be as required. See Appendix B	3

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## APPENDIX B DISCLOSURE CATEGORIES

### CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

### CATEGORY 2:

- a. Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- b. Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

### CATEGORY 3:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Assistant City Manager, the Community and Economic Development Director or designee may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. That determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.